

## **RECREATION AND COMMUNITY SERVICES DIRECTOR**

### **DEFINITION:**

Under the administrative direction of the City Manager, the Recreation and Community Services Director is responsible for performing the professional and administrative functions of planning, directing and coordinating the activities of the department; performs related work as required.

### **CLASS CHARACTERISTICS:**

This is a department director at-will position, with full responsibility for managing the activities of the department. Successful performance of the work requires the ability to independently implement varied programs in conformance with generally accepted standards.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Plan, organize and administer the operation of a comprehensive recreation program for the community, and the development of recreation and parks facilities.
2. Formulate and recommend plans to meet the current and future recreational needs of the community, including programs for acquisition, development and improvement of public areas and facilities.
3. Select, develop and supervise principal subordinates and direct the selection, placement, training and supervision of other Department employees.
4. Review and evaluate employee job performance and take action regarding personnel matters.
5. Establish and direct Recreation and Community Services Department rules, regulations, policies, procedures, plans and programs to meet current and future needs of the City.
6. Supervise the preparation of the budget and the control of expenditures for the Department.
7. Recommend policies and procedures for the collection of fees and charges for use of facilities.
8. Explain recreation, parks and community service programs to the public.
9. Review Department policies, procedures, equipment and manpower utilization.

**IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):**

10. Confer with and assume responsibility for staffing the Parks and Recreation Commission and Library Commission as well as the Youth Advisory Committee and the Senior Advisory Committee.
11. Assume personal responsibility for ensuring the duties of this position are performed in a safe and efficient manner.
12. Perform other duties as assigned.

## **Human Resources Director**

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Principles, practices, and techniques of public administration, City government, Recreation and Community Services policies and procedures.
2. City-wide personnel policies.
3. Computer software specific to the Department/Division.
4. City budget policies and procedures.
5. Principles and practices of management and supervision.
6. Principles of budget preparation and fiscal accounting.
7. Principles of public parks and recreation administration.
8. Reporting and disclosure requirements of government entities.

#### **Skill in:**

1. Supervising personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.
2. Planning, coordinating, and directing the operations of the Recreation and Community Services Department to achieve established goals and maximize efficiency.

#### **Skill in (continued):**

3. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
4. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
6. Developing and implementing recommendations regarding work procedures and cost effective services.

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7. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
8. Communicating effectively, both orally and in writing.
9. Maintaining cooperative working relationships with division staff, the public and representatives of other departments and agencies.

### **JOB REQUIREMENTS:**

1. Graduation from a four-year college with a Bachelor's degree in parks and recreation administration or a closely related field.
2. Five years of full-time experience performing supervisory and administrative assignments in the management and development of parks and recreation functions in a cost recovery environment.
3. An equivalent combination of education and experience.

### **OTHER QUALIFICATIONS:**

1. Experience with media relations, operating recreational facilities, strategic planning, park acquisition and park development, and finance and budgeting.
2. Possession of a valid California Class C driver's license in conformance with adopted City driving standards.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED**

1. Automobile
2. Reports, forms, pencils and pens
3. Computer monitor, keyboard and printer
4. Copy machines
5. Fax machines
6. Calculator
7. Telephone
8. T.D.D. device

### **PHYSICAL DEMANDS:**

1. Mobility
2. Speaking/Hearing
3. Seeing